

IC 2004-2 TO AFI 36-2134, AIR FORCE DUTY STATUS PROGRAM

8 OCTOBER 2004

★*SUMMARY OF REVISIONS*

This interim change (IC) adds attachment 7, Sample AF IMT 4334, **Individual TDY Processing Checklist** (Out Processing); attachment 8, Sample AF IMT 4334, **Individual TDY Processing Checklist** (In Processing); and attachment 9, Instructions for AF IMT 4334, **Individual TDY Processing Checklist**. This incorporates IC 2004-2 (attachment 10) and provides procedural guidance on AF IMT 4334, **Individual TDY Processing Checklist**. See the last attachment of the publication, IC 2004-2, for the complete IC. A bar (|) indicates revision from the previous edition.

★OPR: HQ AFPC/DPFFOC (SSgt Noel Gutierrez)

★Supersedes: AFI 36-2134, 17 February 2004.

★Certified by: HQ AFPC/DPF (Col Roger T. Corbin)

★4.2.1.2. Member will out-process through their Commander's Support Staff (CSS) the duty day prior to departure for their temporary duty (TDY) location. The CSS will initiate an AF IMT 4334, **Individual TDY Processing Checklist** (Attachment 9) for the member; this will not apply to the member processing through the personnel readiness function (PRF) (e.g., Contingency TDY, exercise, etc.) The top portion of AF IMT 4334 will be kept in a suspense file until the member returns and completes in-processing procedures through the CSS. The bottom portion of the form will be given to the member as a hand receipt for processing through the CSS and it is recommended to keep with their orders. The duty day after the member returns to home station from the TDY location, the member must in-process through their CSS to complete previously initiated AF IMT 4334. Please see attachments 7 and 8 as examples of AF IMT 4334 and proper instructions on how to complete the IMT.

★5.4.3.2. IMTs Prescribed: AF IMT 2098, **Duty Status Change**, and AF IMT 4334, **Individual TDY Processing Checklist**.

★Attachment 7

SAMPLE, AF IMT 4334, INDIVIDUAL TDY PROCESSING CHECKLIST (OUT PROCESSING)

INDIVIDUAL TDY PROCESSING CHECKLIST				
1. NAME (Last, First, Middle Initial) Smith, John I	2. SSN (Last 4 only) 4444	3. RANK A1C	4. GENDER M	5. PAS CODE RJ08FRRD
6. HOME ORGANIZATION AND STATION 12 AGS/ Randolph AFB, TX		7. TDY ORGANIZATION AND LOCATION 380 ECS/ SCBLP - Incirlik AB		
8. PROJECTED TDY DEPARTURE DATE: 12 May 2003		9. DATE RETURNED TO HOME STATION:		
10. PROCESSING ACTIONS (Personnel/Finance representative initial and date)		OUT		IN
a. STOP NO. 1 PERSONNEL (Unit)		JW 11 May 03		
b. STOP NO. 2 FINANCE		JW 11 May 03		
11. REMARKS Member will be attending a 7 month training course. Member must depart with medical records.				
<p align="center">INSTRUCTIONS</p> <p>1. Member must out process from their unit during the duty day prior to departure. Based on local guidelines of unit, out-processing stop at Finance is optional.</p> <p>2. Member must in process with their home unit on the first duty day following return from TDY location.</p>				

AF IMT 4334, 20040531 V1

UNIT COPY

(Cut along dotted line)

INDIVIDUAL TDY PROCESSING CHECKLIST				
1. NAME (Last, First, Middle Initial) Smith, John I	2. SSN (Last 4 only) 4444	3. RANK A1C	4. GENDER M	5. PAS CODE RJ08FRRD
6. HOME ORGANIZATION AND STATION 12 AGS/ Randolph AFB, TX		7. TDY ORGANIZATION AND LOCATION 380 ECS/ SCBLP - Incirlik AB		
8. PROJECTED TDY DEPARTURE DATE: 12 May 2003		9. DATE RETURNED TO HOME STATION:		
10. PROCESSING ACTIONS (Personnel/Finance representative initial and date)		OUT		IN
a. STOP NO. 1 PERSONNEL (Unit)		JW 11 May 03		
b. STOP NO. 2 FINANCE		JW 11 May 03		
11. REMARKS Member will be attending a 7 month training course. Member must depart with medical records.				
<p align="center">INSTRUCTIONS</p> <p>1. Member must out process from their unit during the duty day prior to departure. Based on local guidelines of unit, out-processing stop at Finance is optional.</p> <p>2. Member must in process with their home unit on the first duty day following return from TDY location.</p>				

AF IMT 4334, 20040531 V1

MEMBER COPY

★Attachment 8

SAMPLE, AF IMT 4334, INDIVIDUAL TDY PROCESSING CHECKLIST (IN PROCESSING)

INDIVIDUAL TDY PROCESSING CHECKLIST				
1. NAME (Last, First, Middle Initial) Smith, John I	2. SSN (Last 4 only) 4444	3. RANK A1C	4. GENDER M	5. PAS CODE RJ08FRRD
6. HOME ORGANIZATION AND STATION 12 AGS/ Randolph AFB, TX		7. TDY ORGANIZATION AND LOCATION 380 ECS/ SCBLP - Incirlik AB		
8. PROJECTED TDY DEPARTURE DATE: 12 May 2003		9. DATE RETURNED TO HOME STATION: 20 Dec 2003		
10. PROCESSING ACTIONS (Personnel/Finance representative initial and date)		OUT		IN
a. STOP NO. 1 PERSONNEL (Unit)		all 11 May 03		all 21 Dec 03
b. STOP NO. 2 FINANCE		dup 10 May 03		dup 21 Dec 03
11. REMARKS Member will be attending a 7 month training course. Member must depart with medical records.				
<p align="center">INSTRUCTIONS</p> <p>1. Member must out process from their unit during the duty day prior to departure. Based on local guidelines of unit, out-processing stop at Finance is optional.</p> <p>2. Member must in process with their home unit on the first duty day following return from TDY location.</p>				

AF IMT 4334, 20040531 V1

UNIT COPY

(Cut along dotted line)

INDIVIDUAL TDY PROCESSING CHECKLIST				
1. NAME (Last, First, Middle Initial) Smith, John I	2. SSN (Last 4 only) 4444	3. RANK A1C	4. GENDER M	5. PAS CODE RJ08FRRD
6. HOME ORGANIZATION AND STATION 12 AGS/ Randolph AFB, TX		7. TDY ORGANIZATION AND LOCATION 380 ECS/ SCBLP - Incirlik AB		
8. PROJECTED TDY DEPARTURE DATE: 12 May 2003		9. DATE RETURNED TO HOME STATION: 20 Dec 2003		
10. PROCESSING ACTIONS (Personnel/Finance representative initial and date)		OUT		IN
a. STOP NO. 1 PERSONNEL (Unit)		all 11 May 03		all 21 Dec 03
b. STOP NO. 2 FINANCE		dup 10 May 03		dup 21 Dec 03
11. REMARKS Member will be attending a 7 month training course. Member must depart with medical records.				
<p align="center">INSTRUCTIONS</p> <p>1. Member must out process from their unit during the duty day prior to departure. Based on local guidelines of unit, out-processing stop at Finance is optional.</p> <p>2. Member must in process with their home unit on the first duty day following return from TDY location.</p>				

AF IMT 4334, 20040531 V1

MEMBER COPY

Attachment 9

INSTRUCTIONS FOR AF IMT 4334, INDIVIDUAL TDY PROCESSING CHECKLIST

Block	Title	Instruction
1	NAME	Enter member's last name, first name, middle initial, Sr., etc.
2	SSN	Enter last four digits of member's social security number
3	RANK	Enter member's current rank
4	GENDER	Enter member's gender
5	PASCODE	Enter member's current PASCODE
6	HOME ORG & STATION	Enter member's home organization and their current place of station (i.e., 12 MSS/DPM Randolph AFB TX)
7	TDY ORG & LOCATION	Enter the TDY organization or location unless classified
8	DATE DEPARTED	Enter the date the member departed for TDY location
9	DATE RETURNED	Enter the date the member returned to home station
10	PROCESSING ACTIONS	<p>A. STOP NO.1 PERSONNEL (Unit) – Member is required to notify their commander's support staff prior to departure for TDY. <i>Once member has completed this action, initial and date under the out column, and project member's TDY status in system.</i> Member is required to notify their commander's support staff within 24 hours or the next duty day upon their arrival to home station from their TDY location. <i>Once member has completed this action, initial and date under the in column, and return member from TDY status in system.</i></p> <p>B. STOP NO. 2 FINANCE – Member may be required to stop by Finance prior to departure of their TDY location per local guidance. <i>If required, once member has completed this action, initial and date under the out column.</i> Per local guidance, member may be required to in-process with Finance upon returning from TDY location. <i>If required, once member has completed, initial and date under the in column.</i></p> <p>Note: If member is not required to make any stops prior to or upon completion of TDY, leave section B blank.</p>
11	REMARKS	Annotate any remarks pertaining to the member or their TDY

NOTE:

1. The top copy of the form will be kept in a suspense file at the member's home unit, usually in the member's Commander's Support Staff.
2. The bottom copy will be given to the member to keep along with their orders as verification of proper out-processing with their home unit.